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 TTD STAFF MEETING
 20 January 1950

Document No. 22
 NO CHANGE in Class. ☐
☐ DECLASSIFIED
 Class. CHANGED TO TS S (C)
 DRA Memo, 4 Apr 77

25X1A9a

Present:

[REDACTED]

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1. TTD Equipment. Mr. [REDACTED] explained the rather confused records of equipment at various installations of TTD. At present there are several accounts handled by various TTD personnel at each building. It was Mr. [REDACTED] suggestion that all accountability records be kept in Mr. [REDACTED] Office, Services Division under one TTD account #70, with sub-accounts at each of the buildings presently occupied by TTD. Thus, [REDACTED] (or whomever he may designate) would be accountable officer at Building [REDACTED]

[REDACTED] Mr. [REDACTED] would be accountable officer for [REDACTED] and would also have an inventory of all TTD property in the other buildings. It is expected that a physical inventory will be taken by Services Division in Buildings #13 and #14 in about two weeks, and one in [REDACTED] in about a month. 25X1A6a 25X1A6a 25X1A9a

2. Clerical Assistance. Mr. [REDACTED] stated that although there is presumed to be a considerable backlog of secretarial work in the various branches, it has not been getting to Mr. [REDACTED] for reproduction on Saturday mornings. In some cases work has been submitted and then recalled on Friday afternoon. In order to maintain the clerical pool that has been set up for overtime work on Saturday, we must plan and schedule the work load. All branch chiefs are requested to resurvey their requirements for clerical work and submit them to Mr. [REDACTED] on Monday of each week, so that he may plan to have the necessary personnel available on Saturday. 25X1A9a 25X1A9a

3. Instructor Pool. OPC had previously verbally agreed to set aside ten slots for an instructor pool. This week OSO gave approval to this project and will set aside ten slots in the ADSO pool for foreign agent instructors. The control of these individuals and the assignment of instructors for overseas training rests with Chief, TTD. It was agreed that five would be grade GS-11 and five GS-12. Individuals from this pool may also be slotted against the TTD T/O in cases of vacancies. (Note: This has been changed. Mr. [REDACTED] is preparing a memo to ADSO). 25X1A9a 25X1A9a

4. Entry of Students into TTD Training. Mrs. [REDACTED] reported that the backlog of students for the SOC has now been taken care of. However, there is still a considerable backlog for the OC. Mrs. [REDACTED] will notify OSO and OPC of the availability of slots for SOC so that staff personnel may be entered in this course without delay. 25X1A9a

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